

COMMUNITY CARE LICENSING DIVISION

*"Promoting Healthy, Safe and
Supportive Community Care"*

TECHNICAL SUPPORT PROGRAM

Self-Assessment Guide CERTIFIED FAMILY HOME PARENT'S RECORDS



CDSS

CALIFORNIA
DEPARTMENT OF
SOCIAL SERVICES

TECHNICAL SUPPORT PROGRAM

CERTIFIED FAMILY HOME PARENT'S RECORDS

This tool is designed to assist FFA staff and certified parents to perform periodic self-assessments of the parent's and back up caregiver's records. It includes the most commonly required certified parent's records. It is not an exhaustive list of all certified parent's records and ***cannot be used as a substitute for having a good working knowledge of all records required by regulation.*** The records must be maintained in the certified home.

R = Reviewed

U = Updated

N/A = Not Applicable

Parent's Name: _____

Review Date									Expires/ Update Due
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Application LIC 501									
Health Screening LIC 503									
TB Test Results LIC 503									
Criminal Record Statement LIC 508									
First Aid Card									
Fingerprint Clearance									
Child Abuse Index LIC 198									
Driver's License/ DMV Printout									
Documentation of Training									
Home Study									
Certificate of Approval									
Placement Log									
Water Safety Certificate									

Application (LIC 501):

Due Date: Prior to certification or employment for all staff.

Updates Due: None.

Health Screening and TB Test (LIC 503):

Due Date: Prior to certification or within 7 days of employment for all staff.

Updates Due: When there is a change in parent's health that affects his/her ability to perform duties.

Criminal Record Statement (LIC 508):

Due Date: Prior to employment, residence or initial presence in the facility for all persons 18 years of age or older.

Updates Due: None

First Aid Card:

Due Date: Prior to certification or employment for all care staff.

Updates Due: Expiration date on card.

Fingerprint Clearance:

Due Date: Prior to employment, residence or initial presence in the facility for all persons 18 years of age or older.

Updates Due: None.

Child Abuse Index (LIC 198):

Due Date: Prior to employment, residence or initial presence in the facility for all persons 18 years of age or older.

Updates Due: None.

Driver's License or DMV Printout:

Due Date: Prior to transporting children.

Updates Due: When license expires.

Documentation of Training:

Due Date: Upon completion of training. Minimum of 12 hours per year for parents.

Updates Due: Whenever new training is received.

Home Study:

Due Date: Prior to certification.

Update Due: When there are significant changes to the home environment that affect the placement of the child.

Certificate of Approval:

Due Date: Prior to certification.

Updates Due: Annually or when the certificate expires.

Placement Log:

Due Date: When a child is placed in the home.

Updates Due: Whenever children are placed in or removed from the home.

Water Safety Certificate:

Due Date: Prior to supervising children in activities that may require water rescue.

Update Due: When certificate expires.